

### **INSTRUCTIONS FOR WAGE GARNISHMENTS (PERIODIC)**

1. Fill in Plaintiff's name and address (the person who filed the lawsuit).
2. Fill in Defendant's name and address (the person or company you have a judgement against).
3. Fill in Garnishee's name and address (this is the employer's name and address).
4. On line #1 – type the amount of the judgement rendered on the day of the Small Claims/Landlord Tenant/General Civil hearing and the date the judgement was entered (the day you came to court for the hearing)
5. On line # 2 – type in the amount the Defendant currently owes you. You may include additional costs that you have incurred after the Small Claims hearing and interest (refer to interest rates for money judgements).
6. Date and sign where indicated by "Plaintiff/Agent/Attorney signature".
7. The entire form is to be brought or mailed to the court along with a check for the \$15.00 filing fee. You may include this amount on line #2 when filling out the form.

The court will process the garnishment and mail all copies back to you EXCEPT the court copy.

### **\*\*\*ONCE YOU RECEIVE THE GARNISHMENT BACK, DO THE FOLLOWING\*\*\***

It is the Plaintiff's responsibility to serve the garnishment on the Garnishee and Defendant as follows:

Include a check payable to the Employer for \$6.00. This is a Disclosure Fee. You may also add this fee to Line #2 when filling out the form. Provide a 'Garnishment Disclosure' form and 'Final Statement on Garnishment' to the employer. Before mailing, fill in the case number on these 2 forms.

If mailing out copies via certified mail, the Post Office will provide a tracking slip. Staple this slip to the 'Return Copy' of the Garnishment form. When you receive the signed green card back from the Garnishee, also attach it to the 'Return Copy' and mail this all back to the court.